



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 6/26/81	1. Agency Address Office of Comptroller General Georgia Insurance Department Claims and Investigation Division 337 7 Martin Luther King Drive Atlanta, Georgia 30334	Application Number 81-367	
Application Number		Date Received JUL 1 1981	Date Completed JUL 22 1981
2. Person to Contact Sheila Rowland		Working Title Administrative Clerk	Telephone Number 656-2108
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1978	5. Records Series Title (followed by title used in office, if different) Insurance Duplicate Cards (Cross-Reference File) Latest PRESENT		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Claims and Investigation Division is responsible for investigating claims on behalf of Georgia policyholders to insure that all valid claims are paid and for handling of consumer complaints and requests for assistance. The Division orders and holds hearings, issues orders to suspend or revoke licenses, and levies fines. The Division also provides a consumer education program for consumers under jurisdiction of the Insurance Department, Industrial Loan Commission and Fire Safety Division.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: listing of all citizens who have made a complaint and/or inquiry to the Division against an insurance company Included are: 3x5 cards containing name and address of citizen, name of insurance company, and type of policy. File is arranged: alphabetically by citizen's name			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 40; Seven to twelve months old 40; Thirteen to twenty-four months old 5-10; twenty-five months and older 0?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) ten 3x5 file drawers			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 4 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference needs

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	6/26/81	<i>[Signature]</i>	6-26-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	7-15-81
Secretary of State/Designee	<i>[Signature]</i>	<i>[Signature]</i>	7-13-81
Attorney General/Designee	<i>[Signature]</i>	<i>[Signature]</i>	7-21-81